Sign up through the “Member Portal” on the website.

Once they have an account they would go to www.spnn.org and click on Member Portal. They would select Log In and put in their email address and password and click submit.

They will then be on the home page. On the left side will be Episodes, Programs, Groups, Settings.

Groups
If you click on groups you will see the groups that you are a part of.
Select the group you want. Once in it you will be able to see the posts made to that group. Make your own post (select “write post” on the right side) or see the members of the group. You can also sort by selecting one of the tags before the first post. If you would like to be a part of the SPNN Producer/Member group email Bonnie at schumacher@spnn.org and she will add you to the group.

You can select your settings
You can turn on email notifications for

- when episodes or programs are declined.
- When episodes or program are accepted
- Or when there’s a new post in my groups.

Programs
If you are looking to upload an episode of a program, you must first create the Program. Select the Programs tab. Select “Add New Program” in the right hand corner. Fill in the name of the program (series title) the type of program and you can add assistant producers, if they have signed up for an account in the member portal.
You will then fill in the full description of the program, select main topics (you can select more than one) and if you have a website you can link to that. Select the “next” button. You can attach documents if you want, but this is not necessary. You can upload a thumbnail, like a intro graphic. Then hit “Submit for Review”.

Episodes
To upload an episode of your program click on the Episodes tab. Select Add new episode. You will check the box for “This episode is part of an ongoing program” Then you will be able to select the Program from the drop down menu.

- Fill out the details, you will be the default executive producer. You can add Assistant producer.
- Check the box if there is adult language.
- Check the box that you have read the Statement of compliance (if you need to read it scroll to the top of the page and click on the link).
- Fill in any requested air dates or other information you want SPNN to know.
- Then click next
From here you can put in a short description and the full description of the program. Select the Main topic from the drop down menu. Add any tags you might want. Then hit next.

Upload your video file or put in a url we are able to download a full quality video from. You can upload an episode thumbnail and attach any documents that you need. You do not have to fill out a Playback Release form, because you just did electronically.

Hit Submit for review. Staff will then accept or deny your request. You should see it show up in the episodes and see it’s status.
<table>
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<tr>
<th>Title</th>
<th>ID</th>
<th>Production Date</th>
<th>Program</th>
<th>Published</th>
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<td>Bonnie's test</td>
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